

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit AAF OOA SBG*)
- Title IIIE – Special programs for aging families in a caregiver relationship, which provide case management, transportation, assisted transportation, counseling, caregiver training, respite adult care, respite skilled nursing, home safety devices, assistance devices, and minor home modification services (*Budget Unit AAF OOA SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit AAF OOA SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors age 60 and over. (*Budget Unit AAF OOA SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit AAF OOA SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit AAF OOA SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit AAF OOA SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit AAF OOA SBG*)
- Medi-Cal Administrative Activities (MAA) - Administrative activities necessary for the proper and efficient administration of the Medi-Cal program. (*Budget Unit AAF OOA SBG*)
- Targeted Case Management (TCM) - Case management services that assist Medi-Cal eligible individuals within a specific target group to gain access to needed medical, social, educational and other services. (*Budget Unit AAF OOA SYW*)

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation		8,874,173	8,688,389	8,147,202
Total Revenue		7,900,036	8,022,716	8,147,202
Local Cost	-	974,137	665,673	-
Budgeted Staffing		111.9		101.1
<u>Workload Indicators</u>				
Senior Employment Enrollees		127	158	127
Meals Served		1,182,749	1,055,218	1,050,206
Sr Home & Health Care clients		345	325	295
Community Based Svcs clients		1,300	1,300	1,240
Information & Assistance contacts		41,958	38,776	35,010

In the 2002-03 final budget book, the budgeted workload indicator for 2002-03 for the Senior Employment Enrollees was incorrectly recorded as 197. The corrected number is 127 as indicated in the budget and workload history.

In 2002-03 one-time local cost of \$974,137 was required to supplement traditional funding due to stagnation of funding streams and to fund nutrition contracts at current levels. During the year, the department has realigned staff and made other necessary adjustments to reduce services and supplies in order to stay within existing funding allocations in 2003-04.

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Due to salary savings resulting from attrition and one-time-only funding for the Family Caregiver Program, it is estimated that DAAS will use only \$665,673 of the one-time local cost for expenditures. The remaining local cost was used to repay loans held by the discontinued special revenue funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing decreased by a net 10.8 budgeted staffing in 2003-04. Changes consist of the following:

Added 3.0 budgeted staffing by transferring staff from the DPA Administrative Claim budget to the Aging budget. These positions split time between Aging and Adult services. Transferring them to the Aging budget enables the department to save administrative overhead costs (1.0 Administrative Supervisor II and 2.0 Clerk IIs).

Added 1.0 budgeted staffing for the Title III/VII programs to assist with increase workload for Family Caregiver program (Senior Information and Referral Area Representative).

Added 0.5 budgeted staffing to assist with increased workload in the Ombudsman program (Ombudsman Contractor Field Coordinator).

Deleted 12.0 budgeted staffing from the Title III/VII Programs. Four became vacant through attrition and were not replaced. (2.0 Accountant Is, 1.0 Accounting Technician, and 1.0 Fiscal Clerk II). One Senior Service Counselor was deleted because it was incorrectly budgeted in 2002-03. Three vacant Social Service Aides that were not needed as originally anticipated were deleted. Two HSS Program Specialist positions were transferred to the DPA Administrative Claim budget. Due to reduced funding in 2003-04, it will also be necessary to eliminate 2.0 additional budgeted staffing (1.0 Supervising Fiscal Clerk, 1.0 Staff Analyst I).

Deleted 1.0 vacant Clerk III from the Title XIX program that was not needed as originally anticipated.

Deleted 51.6 budgeted vacant staffing that were not filled in Title V Program due to lower contract requirements (33.75 Contract National on Aging positions, 14.25 contract CDA positions, 1.75 Contract Senior Program Representative and 1.8 Contract private sector positions).

Deleted 0.2 budgeted Social Services Practitioner in the Title XIX program due to decrease in funding.

The vacancy factor of 49.5 has been eliminated.

PROGRAM CHANGES

Due to fiscal constraints at the state level, the California Department of Aging eliminated the Senior Companion program and reduced funding for the Multi Service Senior, Health Insurance Counseling and Senior Employment programs in 2003-04, for a total reduction in funding of \$288,925. The Senior Companion program is a contracted service provided by the City of San Bernardino and will be cancelled in 2003-04. The Health Insurance Counseling is a contracted service provided by Inland Agency and will be reduced in 2003-04. Services and supplies costs are reduced to accommodate the reduction in the Multi Service Senior and Senior Employment Programs.

Two new funding sources will add to the department's revenues in 2003-04, Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA). TCM and MAA revenues are estimated at \$123,500 and \$315,000 respectively. TCM services are case management services that assist Medi-Cal eligible individuals within a specific target group gain access to needed medical, social, educational and other services. MAA activities are administrative activities necessary for the proper and efficient administration of the Medi-Cal program.

An overall decrease in expenditures is anticipated due to reduced budgeted staffing and by reductions made in services and supplies.

OTHER CHANGES

None.

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IV. VACANT POSITION IMPACT

The department has a total of 12.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	10.6	Slated for Deletion
Vacant Budgeted in Recruitment	<u>2.0</u>	Retain
Total Vacant	12.6	

Vacant Position Restoration Request:

The department has submitted two policy items for restoration of the 10.6 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 which would restore the department's request of 10.6 vacant budgeted positions for the Senior Employment and Ombudsman program. This restoration is being recommended because the Senior Employment program needs available positions to maintain the contractual quota and standard performance enrollment. The Ombudsman program has increased workload requirements. Both programs are 100% State and Federally funded.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Senior Employment	10.1 \$148,676 Revenue Supported	The Senior Employment program provides part-time employment training for low income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.
x	2	Ombudsman	0.5 \$13,956 Revenue Supported	This program provides Ombudsman who are independent, objective, neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. Ombudsman workers are authorized by federal and state law to receive, investigate, and resolve complaints by or on behalf of residents in long-term care facilities, skilled nursing facilities and Community Care licensed board and care homes.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary
AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

AGING AND ADULT SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,281,515	3,787,658	(189,407)	-	3,598,251
Services and Supplies	5,570,922	5,399,509	(152,897)	-	5,246,612
Central Computer	51,186	44,797	39,489	-	84,286
Equipment	5,124	-	-	-	-
Other Charges	31,000	-	-	-	-
Transfers	<u>785,128</u>	<u>519,843</u>	<u>(60,520)</u>	<u>-</u>	<u>459,323</u>
Total Exp Authority	9,724,875	9,751,807	(363,335)	-	9,388,472
Reimbursements	(1,036,486)	(877,634)	(186,043)	-	(1,063,677)
Total Appropriation	8,688,389	8,874,173	(549,378)	-	8,324,795
<u>Revenue</u>					
Use of Money & Prop	13,455	25,000	-	-	25,000
State, Fed or Gov't Aid	7,843,705	7,845,036	424,759	-	8,269,795
Other Revenue	5,038	30,000	-	-	30,000
Other Financing Sources	<u>160,518</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	8,022,716	7,900,036	424,759	-	8,324,795
Local Cost	665,673	974,137	(974,137)	-	-
Budgeted Staffing		111.9	(10.8)	-	101.1

GROUP: Human Services System
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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	Vacant	I	Recommended	K
	Approved	Program	2003-04	Position	2003-04	Vacant	2003-04
	Base	Funded	Department	Impact	Proposed	Restoration	Recommended
	Budget	Adjustments	Request		Budget		Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	3,598,251	90,588	3,688,839	(162,632)	3,526,207	162,632	3,688,839
Services and Supplies	5,246,612	(137,129)	5,109,483	-	5,109,483	-	5,109,483
Central Computer	84,286	(44,796)	39,490	-	39,490	-	39,490
Equipment	-	-	-	-	-	-	-
Other Charges	-	40,000	40,000	-	40,000	-	40,000
Transfers	<u>459,323</u>	<u>(53,028)</u>	<u>406,295</u>	-	<u>406,295</u>	-	<u>406,295</u>
Total Exp Authority	9,388,472	(104,365)	9,284,107	(162,632)	9,121,475	162,632	9,284,107
Reimbursements	<u>(1,063,677)</u>	<u>(73,228)</u>	<u>(1,136,905)</u>	-	<u>(1,136,905)</u>	-	<u>(1,136,905)</u>
Total Appropriation	8,324,795	(177,593)	8,147,202	(162,632)	7,984,570	162,632	8,147,202
Revenue							
Use of Money & Prop	25,000	(25,000)	-	-	-	-	-
State, Fed or Gov't Aid	8,269,795	(437,593)	7,832,202	(162,632)	7,669,570	162,632	7,832,202
Other Revenue	30,000	285,000	315,000	-	315,000	-	315,000
Other Financing Sources	-	-	-	-	<u>-</u>	-	-
Total Revenue	8,324,795	(177,593)	8,147,202	(162,632)	7,984,570	162,632	8,147,202
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	101.1	-	101.1	(10.6)	90.5	10.6	101.1

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	Base Year Adjustments	
Salaries and Benefits	104,112	MOU.
	142,664	Retirement.
	11,980	Risk Management Workers Comp.
	<u>(448,163)</u>	Decrease in budgeted staffing through attrition and staff reduction.
	<u>(189,407)</u>	
Services and Supplies	2,535	Risk Management Liabilities.
	22,000	Increase in services for Targeted Case Management program. Board agenda item dated April 22, 2003.
	(63,105)	Decrease in professional services for Multi Services Senior program service provider payments.
	(114,327)	Decrease in professional services for Community Base Services program service provider payments.
	<u>(152,897)</u>	
Central Computer	<u>39,489</u>	
Transfers	479	Incremental change in EHAP.
	101,500	Increase for Targeted Case Management Program. Board agenda item dated April 22, 2003.
	(100,241)	Decrease for DPA salaries.
	<u>(62,258)</u>	Decrease for Public Health nurse salaries.
	<u>(60,520)</u>	
Reimbursements	(38,043)	Increase for Case Manager in MSSP working part time in In-Home Supportive Service Program.
	<u>(148,000)</u>	Increase for supplemental funding for nutrition program.
	<u>(186,043)</u>	
Total Appropriation	<u>(549,378)</u>	
Total Revenue	<u>424,759</u>	Two new funding sources from TCM & MAA.
Local Cost	<u>(974,137)</u>	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments		
Salaries and Benefits	30,569	Salary transfers between the Aging programs will be processed through payroll reimbursements. In 2002-03 this was processed as transfers.
	60,019	Per diem ordinance increase.
	<u>90,588</u>	
Services and Supplies	(26,644)	Decrease in advertising expenditures.
	(19,500)	Decrease in non-inventoriable and inventoriable equipment purchase expenditures.
	(17,148)	Decrease in communication expenditures.
	(73,837)	Over budgeted 2002-03 professional services expenditures due to the actual awarding of contracts for Family Caregiver Program.
	<u>(137,129)</u>	
Central Computer	<u>(44,796)</u>	
Other Charges	40,000	Emergency assistance for Family Caregiver Program.
Transfers	(30,569)	Salary transfers between the aging programs will be processed in payroll reimbursements.
	(22,459)	Decrease due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(53,028)</u>	
Reimbursements	32,635	Decrease in transfers in from Adult Service budget.
	(60,481)	Increase county match for the Family Caregiver Program for the full year funding of program.
	(45,382)	Increase due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(73,228)</u>	
Total Appropriation	<u>(177,593)</u>	
Revenue		
State, Fed or Gov't Aid	(25,000)	Decrease in interest earned.
	(126,861)	Decrease in state funding for Senior Companion & Health Insurance Counseling Program and administrative costs associated with programs.
	(11,185)	Decrease in federal and state funding for Senior Employment 502E Program
	(187,449)	Decrease in federal funding for the Multi Service Senior Program.
	(112,098)	Decrease due to over estimating anticipated revenue for 2002-03 in the Senior Employment and Community Base Programs.
	285,000	Increase in federal funding for Medical Administrative activities for 2002-03 and 2003-04.
	<u>(177,593)</u>	
Total Revenue	<u>(177,593)</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment	32	10.6	162,632	162,632	-
Vacant Budgeted in Recruitment	2	2.0	96,996	96,996	-
Total Vacant	34	12.6	259,628	259,628	-
Recommended Restoration of Vacant Deleted	32	10.6	162,632	162,632	-

AGING AND ADULT SERVICES

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted Not In Recruitment</u>					
<i>Note: If position is seasonal indicate next to Classification (Seasonal - May through August)</i>					
Contracted Ombudsman	76500	(.5)	(13,956)	(13,956)	-
Contracted Nat Counsel on Aging	21031	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21058	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21059	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21060	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21062	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21064	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21066	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21071	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21072	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21073	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21074	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21075	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21077	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21078	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21080	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21082	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21083	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21084	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21086	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21088	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21089	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21090	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21092	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21094	(.44)	(6,416)	(6,416)	-
Contracted CDA	21259	(.33)	(4,766)	(4,766)	-
Contracted CDA	21262	(.33)	(4,766)	(4,766)	-
Contracted CDA	21266	(.38)	(5,496)	(5,496)	-
Contracted CDA	21270	(.38)	(5,496)	(5,496)	-
Contracted CDA	21271	(.38)	(5,496)	(5,496)	-
Contracted CDA	21273	(.38)	(5,496)	(5,496)	-
Contracted CDA	21275	(.38)	(5,496)	(5,496)	-
Subtotal Recommended - Retain		(10.6)	(162,632)	(162,632)	-
Total Slated for Deletion		(10.6)	(162,632)	(162,632)	
<u>Vacant Budgeted In Recruitment - Retain</u>					
Senior Information & Referral	3556	1.0	48,498	48,498	-
Senior Information & Referral	3558	1.0	48,498	48,498	-
Total in Recruitment Retain		2.0	96,996	96,996	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.